



US ARMY FINANCIAL MANAGEMENT COMMAND



GFEBS Entering an Invoice, FB 60 Commercial Vendor Services (CVS)

United States Army Financial Management Command
(USAFCOM)
Operational Support Team



INVOICE ROLE-BASED CAPABILITIES



The following personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:

- **Disbursing Agent (DA) and Disbursing Manager (DM)**
- **Disbursing Analyst**
- **Disbursing Technician and Clerk**



MISCELLANEOUS PAYMENT INVOICE

The Disbursing Office is responsible for the processing of an Invoice Transaction in GFEBS in order to record the cash expenditure executed by a Paying Agent. Processing the Invoice transaction will ensure the intent of positively affecting the Commitment/Obligation is achieved.

Since the cash has already been disbursed by the Paying Agent, the Invoice must be “Blocked” for payment during input to ensure it is not included in any GFEBS Payment Runs.

Example GFEBS Invoice Processing T-Codes:

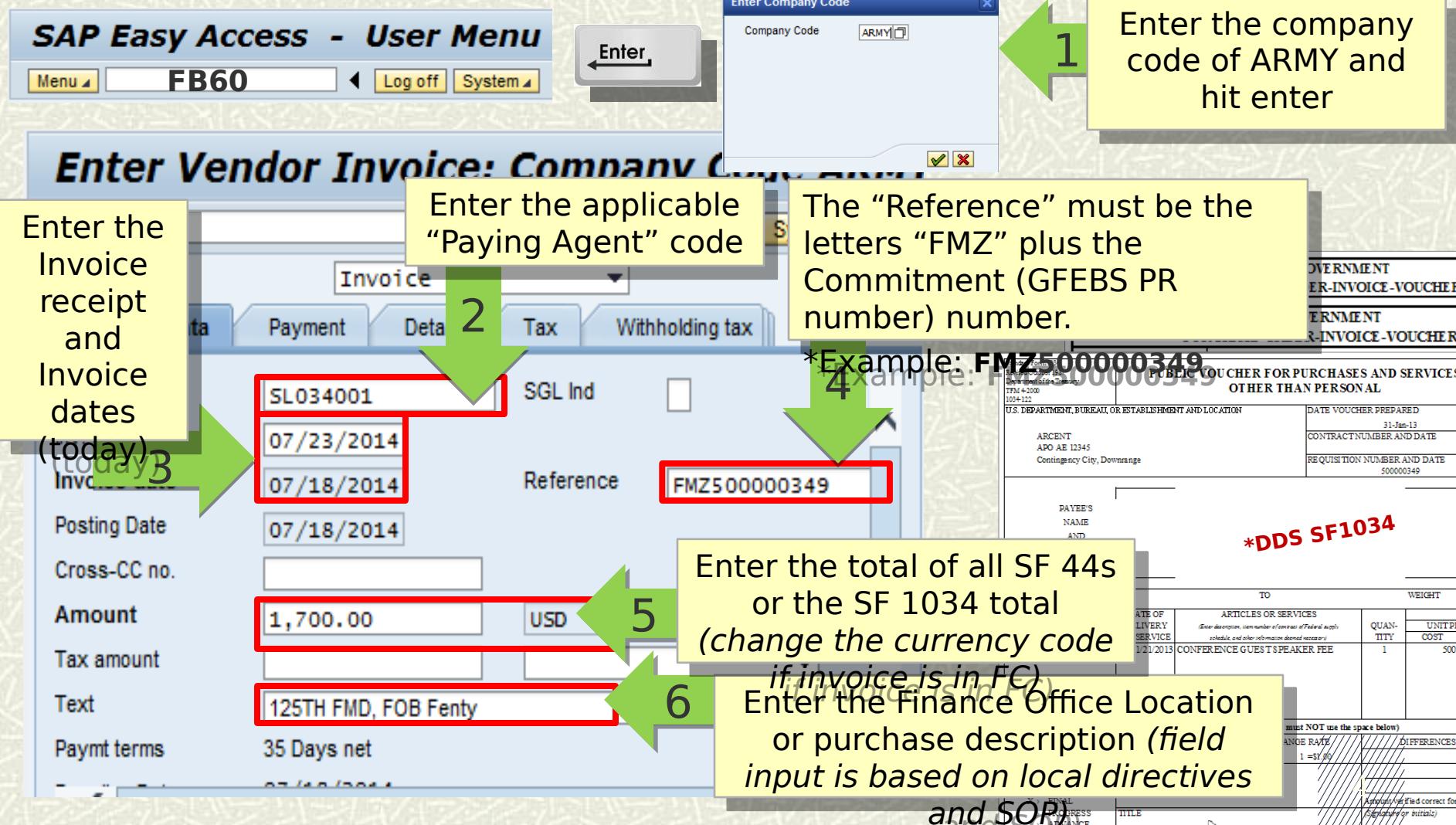
DISBURSING TECHNICIAN

FB60 - (Enter Incoming Vendor

FB08- (Invoice) (Reverse Invoice Document)



FB60 - ENTER VENDOR INVOICE





FB60 - ENTER VENDOR INVOICE

Basic data **Payment** **9** Click on the "Payment" Tab

Vendor **SL034001**
Inv. receipt date **07/23/2014**
Invoice date **07/18/2014**
Posting Date **07/18/2014**
Cross-CC no.
Amount **1,700.00** **USD** Calculate tax
Tax amount
Text **125TH FMD, FOB Fenty**
Paymt terms **5 Days net**
8 Place a check mark on the "Exclude from PPA" option

Reference **FMZ5 00000349**

7 Scroll down to view the remaining input fields

Enter Today's Date **10**

Basic data **Payment** **10** Details **Tax** **Withholding tax**

BaselineDt **07/23/2014** Pay Terms **Z001** Days
Due on **07/23/2014** Days
Discount **USD** Days net
Disc.base **USD** To be calculated
Pmt Method **C Pmnt Meth.Sup.** **00** Pmnt Block
PmntCurrcy **USD** Pmnt/c amt
Inv.ref.
Part. Bank
Reason cde
House Bank
9 Ensure Payment Terms are "Z001" and the Payment Method is "C" (Check)



FB60 - ENTER VENDOR INVOICE

Ensure the correct “Payment Method Supplement (PMS)” is utilized. This code is utilized for reporting purposes and to track Invoice Documents based on processing locations.

Baseline	processing local forms	2001	30	Days	
Due on	08/17/2014	1	1	Days	
Discount				Days net	
Disc.base			To be calcultd	Fixed	
Pmt Method	c Pmnt Meth.Sup.	00	Pmnt Block	Blocked for pa	
PmntCurrency			Pmnt/c		
Inv.ref.					
Part. Bank			House		
Reason cde					

ARNG Unblock Req'd

Blocked for DiscTerm

Blocked for payment

Blocked-Awaiting 810

CISIL LIV Paymt Blck

CML:InvestorContract

DTS Block

EA Pending

Restrictions	
    	
PmtMthSu	Description
00	Dept of Navy - Paid for ARMY
01	DFAS, Central Disbursing
02	Dept of Treasury for the Army
AF	Bagram, Afghanistan 8830

CRUCIAL STEP

Change the Payment Block field to “B” (Blocked for payment)



FB60 - ENTER VENDOR INVOICE

Post 17 Click "Post"

Cancel System Tree on Company

0 Items (No entry variant selected)

St...	G/L acct	Short Text	D/C	Amount in doc curr	Loc
	6100.260B		Debit	4700.00	0.00
			Debit		0.00
			Debit		0.00
			Debit		0.00

Enter the Commitment Item number utilized in the Commitment/Obligation (FMZ3) preceded by "6100." (G/L Code). 13

Enter Invoice Amount (Must match the total entered in the "Basic Data Tab") 14

Scroll to the right to and locate the "Earmarked Funds" column 15

GFEBS will issue the Invoice document number 16

Input the FMZ3 (Commitment/Obligation) document number and press "Enter". This will auto-populate the applicable accounting data 17

ERTIFICATION

19. ACCOUNTING CLASSIFICATION AND AMOUNT

021 20132013	202010D13	A76VV	131096QLOG
500000349	6100.260B	021001	

20. TYPED NAME AND TITLE OF CERTIFYING OFFICER

**physical copy*

Heather Brabant

CPT, FC JTF-7, RM

Heather B.

Document 1900000003 was posted in company code ARMY



FMZ3 - COMMITMENT STATUS AFTER INVOICE PROCESS

Funds commitment: Display

Document
Document 1
Company C
Doc.text
Currency

Research the document details by clicking on the individual documents that created the difference between the Overall and Open Amounts

After selecting the correct GFEBS Commitment document, Click the "Consumption" button to view the effect of the processed Invoice

1

Consumption

Action	Trigger document	Consumptn	Crcy	Consumptn	LCurr	Not relev.	Not relev.	Delete Date	Document Date
	1900000000 ARMY2013	4,700.00	USD	4,700.00	USD	0.00	0.00	05/15/2013	05/15/2013
		1,700.00	USD	1,700.00	USD	0.00	0.00		
		1,700.00	USD	1,700.00	USD	0.00	0.00		
		1,000.00	USD	1,000.00	USD	0.00	0.00		

Display Document: Data Entry View

Document Number: 1900000000 Company Code: ARMY Fiscal Year: 2013

Document Date: 05/15/2013 Posting Date: 05/15/2013 Period: 8

Reference: AFE345FD2 Cross-Comp.No.:

Currency: USD Texts exist: Ledger Group:

C...	Item	PK	...	Account	Description	Amount	Curr.	Tx	
ARMY	1	31		0Npb2	RICHLAND OFFICE EQUIPMENT	1,700.0	USD		
	2	40		6100.3240	O/E-HzdWasteDisp	0,700.0	USD		



Document Attachments (Invoice)



DOCUMENT ATTACHMENTS

Use this procedure to attach physical documents to the Invoice transaction. Attaching the DDS-Generated SF 1034, SF 44s, and receipts to the “GFEBS Document”.

Attaching the original documents creates an outstanding audit trail for future reference and for the researching of Paying Agent transactions against a particular Commitment/Obligation.

NOTE: In “GFEBS Production” this process must be accomplished immediately after posting the FB60/FB08. Failure to do so may result in unnecessary delays and work.



DOCUMENT ATTACHMENT ROLE- BASED CAPABILITIES

The following Disbursing personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:

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FB02- CHANGE DOCUMENT (FILE ATTACHMENT)



SAP Easy Access - User Menu

Display Document: Initial Screen

Keys for Entry View

Document Number: 1900000001

Company Code: ARMY

Fiscal Year: 201

Change

Enter the corresponding Fiscal Year

Enter the desired Document Number (GFEBS Invoice document number)

Press "Enter"

Hover over the "Create..." option then click on the "Create Attachment" option

Click the "Services for Object" button

1

2

3

4

5

Enter

Document

Amount Curr. Tx

10.00- USD

10.00 USD

2 40 6100.260B O/EGenSupNotCat

LITY CONSOLID

345CAT

USD

10/21/2012

Posting Date

Cross-Comp.No.

Texts exist

Create Attachment

Create note

Create external document (URL)

Store business document

Enter Bar C

Attachment list

Private note

Send

Relationships

Workflow

My Objects

Help for object services



FBO2- CHANGE DOCUMENT (FILE ATTACHMENT)

Change Document: Data Entry View

Import file

Look In: Desktop

Recent

6

Select the location of the file to be attached

File Name:

Files of Type: All Files (*.*)

Fiscal Year 2012

Period 1

Display Another Document

Look In: Desktop

FBCA_crosscert_remover_v111.zip

Hama Invoice.rtf

Hama Invoice.txt

Invoice 123 Hama.pdf

Printers2014.exe

Set TJO Walkthrough 2014 Working copy text file.txt

Set TJO Walkthrough

Support and Serve.PN

Unit Crest.PNG

7

Click the Appropriate document and click "Open"

Open Cancel

System notification of successful document attachment

The attachment was successfully created



FB03- VIEWING A FILE ATTACHMENT

SAP Easy Access - User Menu

Menu FB03 Log off System

Display Document: Initial Screen

Menu Back Exit Cancel System

Keys for Entry View

Document Number: 1900000001 (1)
Company Code: ARMY
Fiscal Year: 2013 (2)

Enter the desired Document Number (GFEBS Invoice document number)

Enter the Fiscal Year applicable to the Document Number

Display Document: Data Entry View

Menu Back Exit Cancel System Change Display/Change Mode Display And

Document Number	1900000001	Company Code	ARMY	Fiscal Year	2013
Document Date	01/03/2013	Posting Date	01/03/2013	Period	4
Reference	ABC1298	Cross-Comp.No.		Ledger Group	
Currency	USD	Texts exist	<input type="checkbox"/>		

14



FB03- VIEWING A FILE ATTACHMENT

Double Click the desired file or Click the "Display" button (glasses) to view the

Click the "Attachment List" button

Click the "Services Object" button

1

2

3

AttachmentForARMY 19000000012013

Icon Title Creator Name Created On Amount Curr. Tx

Hama Invoice Tameria O'Dell 07/24/2014 26,172.84 USD 10

94,205.40 USD 10

3 86 2110.0500 GR/IR

4 31 SAB65 HAMA TRA

HAMA TRADING & CONTRACTING CO
Al-Shawafat Bldg 1124 Tower 7
Kuwait City
KU 13098

INVOICE
Invoice Number: 526304
Date: 19-Jul-14

Ship To:
3rd BDE Logistics (S4)
Camp Arifjan, KU APO AE 09366

Bill To:
ARCENT-Kuwait
FMSU (Vendor Pay)
DSSN 8850

SALESPERSON P.O. NUMBER DATE SHIPPED SHIPPED VIA F.O.B. POINT TERMS

W912D1-13-P-0002 19-Jul-14 DEST NET 30

QUESTIONS



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GENERAL FUND ENTERPRISE BUSINESS SYSTEM